



Province of the
EASTERN CAPE
EDUCATION

Iphondo leMpuma Kapa - Isebe leMfundo
Provinsie van die Oos Kaap - Departement van Onderwys
Porafensie Ya Kapa Botjehabeia - Letapha la Thuto

OFFICE OF THE HEAD OF THE DEPARTMENT

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INTERNAL MEMORANDUM

**TO : CLUSTER CHIEF DIRECTOR A&B
DISTRICT DIRECTORS
CMC HEADS & CIRCUIT MANAGERS
DISTRICT TASK TEAMS**

CC : TEACHER UNIONS



FROM : HEAD OF DEPARTMENT

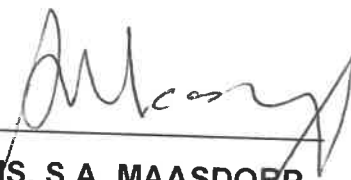
DATE : 11 APRIL 2025

**SUBJECT : TRANSFERS OF EDUCATORS WITHIN THE PROVINCE FOR
ACADEMIC YEAR 2025: APRIL 2025 TO SEPTEMBER 2025**

1. The Department issues staff establishments to school in line with posts as declared by the Member of Executive Council (MEC).
2. The process of placement of educators thereafter ensues, so that there can be an educator in-front of every classroom, and during this period, transfers are not allowed, and a memo to this regard is issued.
3. As the first quarter of the school year has passed, and the placement is almost complete, educator transfers are opened.
4. The following conditions must be met for transfers to be considered:
 - a An educator can only be transferred to a post if they match its profile.

PPN 2024 INTERNAL MEMO ON EDUCATOR TRANSFERS

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- b Districts may not transfer educators from another district if their allocation at that post level is fully populated.
 - c Transfers from other provinces may be considered for scarce skills only, and the delegation to approve such is with the Head of Department.
 - d Inter-provincial cross transfers will be allowed if profiles of educators match and the delegation to approve such is with the Head of Department.
5. Districts must ensure that educators that apply for a cross transfer (for both inter district and inter provincial cross transfers) have similar profiles to avoid disruption to the curriculum needs of schools.
6. Transfers for 2025 academic year will remain open until **30 September 2025**, as after this date the Department will be seized with the new PPN process for 2026.



MS. S.A. MAASDORP
HEAD OF DEPARTMENT

11/04/2025

DATE